

**BUILDINGS & GROUNDS COMMITTEE MINUTES**  
**Committee Room #1, Oneida County Courthouse**  
**July 24, 2017**

**COMMITTEE MEMBERS PRESENT:** Billy Fried /Chairman, Greg Oettinger, Bob Metropulos, Lance Krolczyk, Scott Holewinski

**ALSO PRESENT:** Luann Brunette, Troy Huber (Buildings & Grounds); Jenni Lueneburg (Labor Relations/Employee Services); Brian Desmond (Corporation Counsel); Brenda Behrle (Clerk of Courts); Kevin Boneske (Star Journal)

**CALL TO ORDER**

Chairman Fried called the Buildings & Grounds Committee to order at 9:30 a.m. in Committee Room #1 of the Oneida County Courthouse. This meeting has been properly posted in accordance with the Wisconsin Open Meeting Law and complies with the Americans with Disabilities Act.

**APPROVE AGENDA**

Fried asked for a motion to approve the agenda with the ability to move topics around as needed. Motion by Metropulos to approve the agenda for today's meeting. Second by Holewinski. All members present voting 'Aye'. Motion carried.

**APPROVE MINUTES**

Motion by Fried to approve the minutes of the June 19<sup>th</sup> meeting. Second by Oettinger. All members present voting 'Aye'. Motion carried.

**BILLS, VOUCHERS, BLANKET PURCHASE ORDERS, LINE ITEM TRANSFERS FOR MAY 15 – JUNE 19, 2017; JUNE 20 – JULY 17, 2017**

Brief discussion on Courthouse roofing costs and repairs. Committee reviewed bills and vouchers presented. Motion by Fried to approve the bills, vouchers, blanket purchase orders and line item transfers for May 15<sup>th</sup> to July 17<sup>th</sup>. Second by Holewinski. Fried clarified that items are within budget; Brunette stated yes. All members present voting 'Aye'. Motion carried.

**HAIL DAMAGE TO PART OF COURTHOUSE ROOF AND EMERGENCY REPLACEMENT, INSURANCE CLAIM**

Brunette discussed the hail damage that occurred to the Courthouse roof and denting to the tin edging. In addition to the hail damage, there is also wear and tear to the copper flashing. Huber feels the hail damage and copper can be repaired without needing to be replaced. Discussion held on the repairs needed. Brunette says she will be getting an estimate on the repairs before deciding if an insurance claim should be filed on the damages, given the \$5,000 deductible. Due to the damages being on the historic portion of the Courthouse, Brunette feels the repairs need to be completed as soon as possible. Brunette notes that the hail damage is about two months old but due to its location, the damage wasn't noticed until the roofer was here on a separate manner. Discussion held on how to proceed if these repairs really do become an emergency need. Brunette says by the August meeting, she will have more information on the costs and the level of urgency for the repairs. Brunette says for now, she primarily wanted to bring the damages to the committee's attention.

### **UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES**

- ***Bid specifications for Clerk of Courts counter renovation project:*** Brunette emailed the bid specifications for the project, making one change on the walk-through date to August 4<sup>th</sup>. Behrle is in agreement with the bid specifications for the project. Committee reviewed the drawings of the project and discussion held. Brunette notes that this new design creates an entry and exit area with new flooring, which will allow for better traffic flow through the office. The changes will also make the office more secure and better accommodate e-filing. Brunette modeled the design off of the Marathon and Lincoln County Clerk of Courts offices. The project will primarily be completed by external contractors due to the type of work needed and Buildings & Grounds staff being unavailable to work on this project, causing an unwanted delay. Further discussion led by Holewinski on outstanding projects. Brunette discussed the possibility of adding ballistic glass, pending costs. Fried inquired if issuing a Request for Proposal (RFP) would be better than requesting bids; Desmond explained the difference and notes that bidding would be more appropriate for this project. Motion by Fried to move forward with the bidding process, including the alternate bid as discussed by the Committee. Second by Oettinger. All members present voting 'Aye'. Motion carried.
- ***Bid specifications for jail coatings (shower re-coating, holding cell coating and bullpen coating) project:*** Brunette states initially, the jail re-coating project was approved for \$120,000 but then found that the holding cells and bull pen need coating as well. In the bidding request, Huber states they will be asking for a specific product to be used that will better hold up, but the bid does allow for other suggestions from bidders. The bidding process will go out immediately, with bids due by September 11, 2017. Further discussion held on the bidding details. Brunette notes the project will take 31 weeks due to the need to move inmates around and the time the work takes. Motion by Holewinski to move forward with the bid specifications as presented. Second by Metropulos. Further discussion held on coating types and warranties. All members present voting 'Aye'. Motion carried.

### **NON-BUDGETED ITEM REQUEST**

Corporation Counsel is requesting two additional lateral file cabinets for file storage. Buildings & Grounds has no additional file cabinets to give Corporation Counsel that would meet their size requirements for legal files. Two new lateral file cabinets will cost \$1,800. Brief discussion held. Motion by Holewinski to approve the Corporation Counsel cabinets due to there being nothing else they can use. Second by Metropulos. All members present voting 'Aye'. Motion carried.

### **UPDATES/ACTION ON BUILDINGS & GROUNDS PROJECTS/ACTIVITIES (continued)**

- ***UW workspace:*** Brunette notes that the UW Extension employee located at the Courthouse has now been relocated back to the Oneida County airport. Buildings & Grounds is working to update the space to fit the needs of the Labor Relations/Employee Services office taking over the space.
- ***Update on health & aging paving project:*** Pending good weather, Mussons will be at the Health & Aging building parking lot this Thursday to do grading. Huber will be present to make sure they don't change the pitch. Then Friday or Monday will start the paving.
- ***Law enforcement center energy savings project – Receipt of Focus in Energy Incentive:*** Brunette states the county has received \$1,200 in Focus on Energy incentives to help pay for the replacement of the boilers and kitchen exhaust fan. Bids are still being accepted for the project.
- ***Project list and projected timeline:*** Brunette provided a list of current projects and discussed updates, pending projects and projects accomplished. The Committee discussed some details of various projects and reviewed pictures of the new work area at the Law Enforcement Center.

### **HEALTH & AGING DUMPSTER FIRE**

Brunette notes that some juveniles started a dumpster fire at the Health and Aging building and the county will now be responsible for the costs until restitution can be collected by the courts. Brunette is doubtful that restitution will be collected in the near future. Discussion held on alternatives to restitution but Committee agrees that their primary concern is getting the money back for the dumpster.

### **REVIEW AND SET PRIORITIES OF PROPOSED CAPITAL IMPROVEMENT PROJECTS**

Brunette provided the Committee with a list of Capital Improvement Projects for 2018. Brunette requests that the Committee order the projects by importance.

- Discussion held on Courthouse security renovations and proceeding with previous renovations suggested in lieu of the single point of entry. Committee agrees to make this #1 priority.
- Discussion held on UW-Extension/airport lower level renovation. Renovation project didn't begin in 2016 due to pending reorganization of the UW-Extension program at the state level and staffing uncertainties. Discussion held and Committee agrees that in the event a 2017 contract is approved for UW-Extension, a discussion will be held at that time about renovations.
- Discussion held on the need to replace the current Courthouse elevator. Brunette states the elevator is in working order at this time but due to the age, wear and tear of the elevator, it could break at any time. In the event of an unforeseeable break, the elevator could be down long term and could cause a major issue with getting handicapped and elderly people to the second and third floors. Brunette says they have determined that it is more economically feasible to replace the elevator rather than repair the current one. Discussion held on what to do with people needing an elevator while the elevator replacement is going on, which could take up to four weeks. Committee agrees that this isn't an immediate need but needs to be addressed in the next year or so. Committee agrees to make the engineering and preparation costs for the elevator replacement priority #2 and the actual elevator replacement priority #3.
- Discussion held on revamping the kitchen and laundry areas of the Law Enforcement Center (LEC) in order to add labor and energy efficiencies to the area. At this time, there are plans to use some of the state inmate revenues to fund this project in order to improve the facility so that the Sheriff's Office can continue to accept state inmates. Committee agrees that this should be priority #4.
- Discussion held on LEC door project. Holewinski doesn't feel this should be next on the priority list. Committee will determine rating once they are finished with topic discussion.
- Discussion held on LEC roof. The roof's warranty will end on June 1, 2018. The roof was previously patched but the granular coating is still uniformly wearing off and needs to be replaced. Brunette states that if the Committee decides not to replace the roof in 2018, she would like to enter into a maintenance contract with John Mansville for 2018. Holewinski summarized the errors made by the roofers who initially installed the roof. Brunette feels that if she can get a maintenance agreement approved for 2018, they can put off the new LEC roof for another year or two. Committee agrees to investigate a maintenance agreement for the roof at this time and forego roof replacement until 2019 or 2020.

- Discussion held on River Street storage back building repairs and updates. Brunette states there is \$8,087 continuing appropriation funds but still needing \$62,413 to complete updates. After updates occur, there would be some climate-controlled storage and some of the storage would remain cold storage. Brunette notes that storage is tight to begin with and these renovations would be a big help. The Committee agrees to make this priority #5.
- Discussion held regarding proposed project to update lighting. Brunette discussed the project to update lighting at all county facilities in order to improve energy bills. Discussion held on if significant cost savings would be found in order to make this project worthwhile. Brunette states there is no easy way to tell if costs were saved or not since there are variables that change from month to month including electronics used, increased computers added, e-filing equipment, etc. Overall, Brunette feels there will be some kind of a cost savings. The Committee agrees to make this priority #6.
- Discussion held, summarizing priorities determined. Committee agrees to make LEC door project #7. Committee also discussed if any cost benefits existed in bidding out the Courthouse and LEC roofs at the same time; Holewinski feels there would be no added benefit.

#### **CLOSED SESSION**

Motion by Holewinski, second by Oettinger to adjourn into closed session pursuant to Section 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility (Topics: Assistant Facilities Director's compensation).

Roll call vote taken with all voting in the affirmative. Motion carried. Committee went into closed session at 10:58 a.m.

Staff present in closed session: Brunette, Lueneburg

#### **RETURN TO OPEN SESSION**

Motion by Metropulos to return to open session. Second by Oettinger. Roll call vote taken with all voting in the affirmative. Motion carried. Returned to open session at 11:16 a.m.

#### **ANNOUNCEMENTS FROM CLOSED SESSION**

Based on closed session discussion, motion by Fried that the Committee supports the Assistant Facility Director compensation increase to go to the LRES Committee and this Committee supports the Assistant Facility Director to go to Grade K, Step 4. Second by Metropulos. All members present voting 'Aye'. Motion carried.

#### **PUBLIC COMMENT**

None

#### **ITEMS FOR NEXT AGENDA**

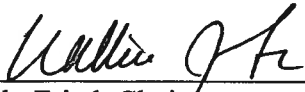
Bid specifications for various projects  
2018 Buildings & Grounds budget

**FUTURE MEETING DATES**

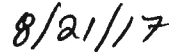
Monday, August 21, 2017 at 9:30 a.m.

**ADJOURNMENT**

Motion by Metropulos to adjourn meeting. Second by Oettinger. All members present voting 'Aye'.  
Motion carried. Meeting adjourned at 11:18 a.m.



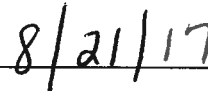
Billy Fried, Chairman



Date



Jennifer Lueneburg, recording secretary



Date